

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DOH07221345</u>	DATE POSTED: <u>07/07/21</u>	
POSITION NO: <u>949842</u>	CLOSING DATE: <u>07/20/2021 by 5pm</u>	
POSITION TITLE: <u>Health Services Administrator (Division of Behavioral & Mental Health Services)</u>		
DEPARTMENT NAME / WORKSITE: <u>Division of Behavioral and Mental Health Services/ Window Rock, Arizona</u>		
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BJ71A</u>
WORK HOURS: <u>8:00 am-5:00 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>79,866.00</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>38.25</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Under general direction, performs work of considerable difficulty in planning, developing, and directing the management of a comprehensive behavioral and mental health delivery system; provides leadership in the development of internal policies impacting fiscal and human resource management; oversees administrative operations through subordinate managers who possess technical expertise in respective areas of responsibility; maintains rapport with local, state, federal and national professional health organizations and regulatory agencies to ensure compliance with regulations and policies. Specific duties include: directs the planning, development, implementation, administration and evaluation of comprehensive behavioral and mental health services and prevention programs and activities related to alcohol/substance abuse and domestic violence; provides consultation to staff regarding behavioral and mental health issues; provides leadership to ensure understanding of comprehensive behavioral and mental health program objectives; oversees the development and expansion of programs including research, prevention and community education programs; establishes short and long term goals in determining comprehensive behavioral and mental health planning strategies; provides guidance in budget development and expenditures thereof. Directs the preparation of grant proposals; provides guidance in contract negotiations with state and federal agencies for services or to secure funding; develops, implements, and evaluates behavioral and mental health curriculum and instructional programs; provides leadership in enhancing program goals and objectives and determining direction of program consistent with current trends in behavioral and mental health arena. Responsible for completing employee performance appraisals, enforcing personnel policies, and initiating personnel action as necessary. Represents Navajo Department of Health in behavioral and mental health matters.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's degree in Health Services Administration, Public Health, Psychology, Behavioral Health or Social Work, and six (6) years of progressively responsible administrative and/or clinical experience in a health care organization, four (4) years of which must have been in a supervisory capacity.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.
- Possess valid State Counseling licensure in Substance Abuse, Mental Health or Behavioral Health.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge in organizational management practices and principles, including strategic planning.
Knowledge of federal, state and local laws, regulations that govern health care, including contractual obligations and requirements.
Knowledge of administrative and clinical functions in the behavioral and mental health delivery system.
Knowledge of licensure and certification standards and requirements.
Knowledge and skill in contract negotiations.
Skill in using computer to perform required duties.
Skill in recruitment, retention and supervision of employees, and addressing human resource issues.
Ability to evaluate and analyze program issues/concerns related to service delivery, finance & human resources, and rendering decisions.
Ability to provide effective leadership for staff and maintain professional rapport with other organizations and the general public.
Ability to set priorities and provide guidance in development of program budget and implementation of annual expenditure plan.
Ability to communicate effectively, orally and in writing.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.